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Approved For Release 2000/09/13 : CIA-RDP67B00558R000100050006-9

ADM-16.1
(correspondence)

DD/S&T 3179-64
20 November 1964

25X1A

MEMORANDUM FOR: Assistant to the Director [REDACTED]

SUBJECT : O/DD/S&T Coffee Service for Period
16 October - 13 November 1964

1. Transmitted herewith is the sum of \$21.65 for coffee service which was provided by the Director's Mess for the members of the staff of the immediate office of this Directorate for the period 16 October 1964 thru 13 November 1964.

2. Your billing for this same period is \$25.50. The difference between the \$21.65 which we are transmitting and the \$25.50, i.e. \$3.85, is the cost of the coffee which was consumed by non-Agency personnel when they were official visitors to the office.

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[REDACTED]
Chief, Administrative Staff
DD/S&T

Attachment

Distribution:

Orig & 1 - Addressee
1 - AO/Chrono
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AO/DD/S&T [REDACTED] 4427:bl:20 Nov 64

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